

DATE: December 7th and 8th, 1999
Next Meeting: Telephone Conference/January 4, 2000 at 2 PM

LOCATION: NOAA LABORATORY
Narragansett, Rhode Island

RE: EEO ADVISORY COMMITTEE/DIVERSITY MEETING

TRAINER: Carolyn K. Stiles/EEO Manager - Headquarters [301-713-1456]
[Per Request of Andy Rosenberg - Deputy Assistant Administrator]

PURPOSE: Address Under-Representation of Minority/Protected Classes
In National Marine Fisheries Service (NMFS) Workforce.

GOAL: Work Toward Goal: Workforce should be Representative of our Nation's
Diverse Populations. A Proportion of People Should be Represented From
Each Protected Class in the NMFS Workforce. Increase Career
Development for all.

Protected Classes Discussed: Title VII - Equal Pay Act of 1963; Civil
Rights Act of 1964; Age Discrimination in Employment Act of 1967;
Rehabilitation Act of 1973; Protected Classes include: Age/Race/Color
Sex/National Origin/Religion/Physical or Mental Handicaps.

EEO ADVISORY COMMITTEE'S PROCESS TOWARD GOAL:

1. Increase Proportion of People in Each Protected Class Within Employee Applicant Pools.
2. Improve Communication Between Management and Employees.
3. Distribute EEO Information to Employers and Employees Including Job Descriptions/Job Applications
4. Create Community Outreach Programs/Forums/Job Fairs
5. Create, Mentor and Encourage Internships/Career Development
6. Establish Work Plans

On December 7th and 8th, 1999, approximately 25 National Marine Fisheries Employees from the Regional Office; Woods Hole Lab; Milford Lab; Sandy Hook Lab; and National Systematics Lab met with Carolyn K. Stiles/EEO Manager in Narragansett, RI at the NOAA Laboratory to discuss the above goal, processes toward goal, and completion of Work Plans to be submitted to the Regional Administrator, Patricia Kurkul, for approval, per Andy Rosenberg, Deputy Assistant Administrator. The Work Plans create a tracking system for the EEO Advisory Committee and allow members to focus on specific actions toward our goal. During the training dates, members were provided with two volumes of information (1.) National Marine Fisheries - EEO POLICY STATEMENTS - AEP PLAN - MINORITY INFORMATION and (2.) National Marine Fisheries - EEO ADVISORY COMMITTEE TRAINING.

A. FOUR SUB-COMMITTEES were created.

1. POLICY COMMITTEE: Chairman - Lisa Hendrickson; Members - Mel Howarth; Susan Murphy; Stan Wang; Frederick Thurberg; and Lisa Hendrickson

- a. Determine if EEO Statistics are correct.
- b. Create a new anonymous questionnaire to be distributed to NMFS employees.
- c. Compare questionnaire to other information/SF171's/EASC, etc.
- d. Modify stats if not OK.
- e. Determine a rating policy for EEO and how implemented.
- f. Contact other regions.
- g. Create Work Plans.

2. PROGRAM COMMITTEE: Chairman - Heather Fletcher; Members - Donna A. Busch; Vincent Guida; Sarah Babson Pike; Linda Stehlik; and Heather Fletcher

- a. Contact Safety Officer.
- b. Assess Handicapped Accessibility.
- c. Determine Each Lab's Involvements.
- d. Discussion of Science Fairs.
- e. Christmas - Donations.
- f. Create Work Plans.

3. ADMINISTRATIVE COMMITTEE: Chairman - Janeen Quintal; Members - Janeen Quintal; Russell Brown; Paul Clark; Dan J. O'Brien; and Janeen Quintal. The Administrative Committee will address the following issues:

- a. Work on the By-Laws - To be Edited and Revamped.
- b. Create a new Memorandum of Understanding to be submitted to Supervisors for Participation in the EEO Advisory Committee.
- c. Create a Regional Web Page - Investigate Southwest Region's Web Page.
- d. Update Members' Names/Addresses/Phones.
- e. Create Work Plans.

4. PERSONNEL COMMITTEE: Chairman - Pie Smith; Members - Nick Anderson; Sukwoo Chang; Deborah/Dvora Hart; George Liles; Cynthia Matteus; Jean Partridge; Marianne Taylor; and Pie Smith. Three Draft Work Plans were submitted by Pie Smith to Personnel Committee Members for Discussion.

- a. Encourage more professionals/increase development .
- b. Junior Rotational Assignment Group.
- c. All New England Job Openings to be forwarded to RO by Pie Smith for posting.
- d. Outreach in fisheries careers to diverse groups.
- e. Create Work Plans.

B. THREE DRAFT WORK PLANS DEVELOPED BY PERSONNEL COMMITTEE:

1. Job Application - Committee Members: Nick Anderson; Cynthia Matteus; Pie Smith
Work with EASC in simplifying job application process. Create better instructions.
Create application training workshops at various locations.

2. Professional Development - Committee Members: - Dvora Hart; Sukwoo Chang; Marianne Taylor. Equal Opportunity for professional development and growth should be afforded to all members of under-represented groups. Mentors/Interns/Junior Rotational Assignment Program (RAP).
3. Diversity in Hiring - Committee Members: Jean Partridge; George Liles; Pie Smith. Personnel Development Committee (PDC) will prepare and distribute information to attract more applicants from under-represented groups within the NER. [Current Job Openings have been posted in the RO in Gloucester, MA as provided by Pie Smith].

C. OFFICERS OF THE EEO ADVISORY COMMITTEE WERE ELECTED:

1. CHAIRPERSON - Kevin Chu
2. VICE-CHAIRPERSON - George Liles
3. SECRETARY - Jean Partridge
4. ASSISTANT SECRETARY - Janeen Quintal

D. DIVERSITY SUB-COMMITTEE: The structure and election of chairperson will be decided at a later date. Note: EEO is federally mandated while diversity is not. There is also no federal mandate to hire more women. EEO can be tried in court.

E. WEBSITE ADDRESSES:

1. NOAA Home Page: <http://www.noaa.gov/>
2. NOAA/NMFS Human Resources Information: <http://www.rdc.noaa.gov/~hrmo/>
3. Headquarters EEO Advisory Committee: <http://nmfswb.ssp.nmfs.gov/www/eeoac/>
4. NOAA Office of Civil Rights: <http://www.rdc.noaa.gov/~civilr/>
5. Minority Institution Information: <http://web.fie.com/web/mol/molinfo.htm>

F. OTHER ACTION ITEMS:

1. Action Items Within Sub-Committee Listings.
2. Kevin Chu to contact Union RE: Representation.
3. EEO Advisory Committee Meetings will be held monthly by Telephone Conference. The next meeting will be held on Tuesday, January 4, 2000 at 2 PM.